UNDERSTANDING PRINTING

Printing, in its simplest form, means producing a paper copy of a document you have created on the computer. Early forms of printing required typesetting, printing presses and ink. These days, printing only requires a printer that converts the electronic form of the document into a piece of paper with text and/or graphics on it. Before you commit a document to paper, consider the following points.

Resisting The Urge To Print

These days printers are very cheap, easy to install and easy to print to. While computers were supposed to reduce the amount of paper we used and introduce a paperless age, in reality they have made it easy to go through pages and pages of paper while we review and modify documents. If you take some time to think the following things through, you may well reduce the volume of paper you use.

Draft Versus Final

The first thing to consider is *why* you are printing. If you just want to review the layout and proof the text, there is a good case for printing only a *draft* copy of the document. This uses less ink and in some cases prints more quickly than a best-quality copy. If you have a colour printer, you can often choose to print in *greyscale* or *black and white*, saving the more expensive colour ink for later. If it's the *final* copy you want to print, then you should make sure you've previewed the output so that you don't waste precious ink, time, paper and patience.

Previewing Before You Print

When you select *Print* in the *Backstage*, a preview of how the document will look when it's printed will appear in the right half of the view. You should always check the preview of a document in the Backstage before sending it to a printer.

Printer Type

Though it may appear that printing is handled by Word, it is actually handled through *Microsoft Windows*. With Windows you *install* printers on your computer – these printers may be sitting on the table next to your computer, or may even be a fair distance away in another room and connected via your network. Once a printer has been installed on your computer it will become available for printing. One of the installed printers on your computer will be set up as the *default printer*. The *default* printer is the printer that appears in the *Print* dialog box when you select *File* > *Print*. It's the printer that will be used unless you select another one.

One of the first things you should do before printing a document is to select the printer you intend to use. This is partly because functionality may vary between printers. For example, printers designed to print photographs can print right to the edge of the page (borderless printing) whereas other printers, such as most lasers, have a non-printable area around the edge of the page. There are many types of printers you may have access to, such as colour printers versus black and white and laser printers as opposed to inkjet. As a rule of thumb, colour printing is more expensive than black and white, and laser printing is more expensive, but better quality, than ink jet. Depending on what you want to print may influence your choice of printer.

When Printing Isn't Printing

Traditionally, printing referred to creating a *hard copy* of a document, meaning a copy of the document on paper. These days, printing can also be used to create an electronic version of the document, known as a *soft copy*. For example, you can print to the Microsoft XPS Document Writer and create an *XPS* version of the file. You can also print to a file and create a *.PRN* file which is used for printing.

Paper Size and Type

Before you send a document to a printer, you need to consider the size and type of the paper you intend to print on. Does the size of the paper that your printer uses match the size you have selected in Word? If not, you either need to change the paper in the printer or reorganise your document in Word so the paper sizes agree.

What type of paper do you need for your specific print job? Are you printing photographs that you want to appear on glossy paper? Are you printing a normal document that needs normal copy paper? What about sticky labels or envelopes? Make sure that you have the right paper product in your printer before you start.

PREVIEWING YOUR DOCUMENT

Computers came with the promise of a paperless office but it hasn't really worked out that way. You can help save paper by *previewing* your documents in the *Print* area of the *Backstage* before printing them. The preview shows you on the screen how the document will look when it is printed. If you need to make any changes, you simply exit the *Backstage* and alter the file.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Printing_1.docx…

1 Click on the *File* tab to open the *Backstage*, then click on *Print*

   The first page of the document will display on the right side of the screen...

2 Click on the *Next Page* arrow at the bottom left corner of the preview pane to step through the pages until you reach page *3*
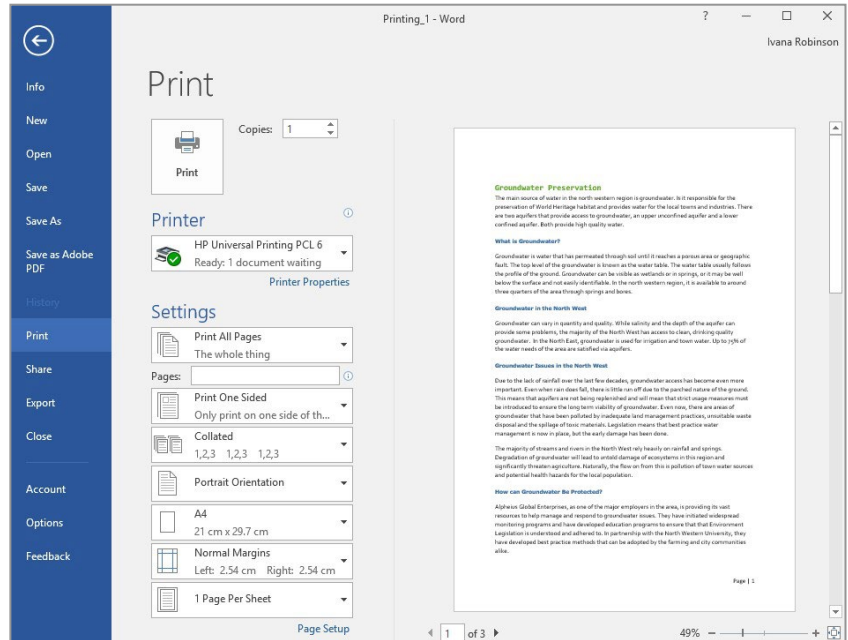
   You can alter the magnification…

3 Click on *Zoom In* at the bottom right of the preview pane until the magnification changes to *100%*

4 Click on the *Previous Page* arrow until you return to page *1*

5 Press [Esc] or click on the *Back* arrow to return to *Print Layout* view

For Your Reference…

To *preview* a *document*:
   1. Click on the *File* tab
   2. Click on *Print*

Handy to Know…

• While in the print area of the *Backstage*, you can access the *Page Setup* dialog box, if necessary, by clicking on *Page Setup*.

QUICK PRINTING

Quick Printing refers to sending a document directly to the default printer without checking the printer settings. This is the best choice when you know the printer you want is selected, you only want one copy of the entire document and you have checked the preview of your document to make sure that it is okay (or you're confident that it will be).
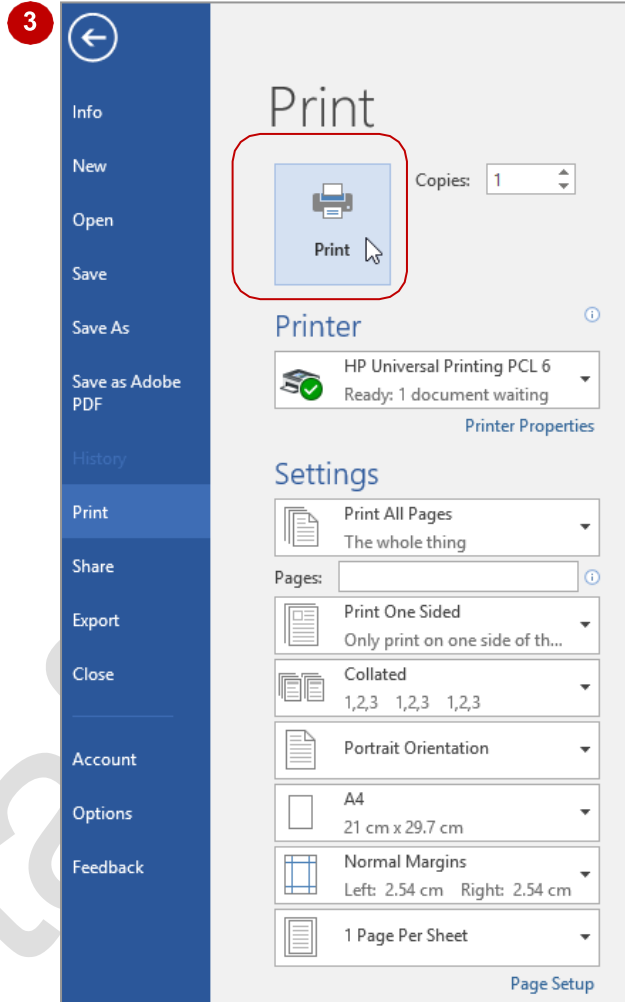
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing_1.docx...

1 Click on the *File* tab to open the *Backstage*

2 Click on *Print* to display the print settings and document preview

To quickly access the Backstage view printer settings press Ctrl + P *...*

3 Click on **[Print]** – this large button appears at the top left of the print settings

Your document will be sent directly to the printer

3

Print

Copies: 1

Print

Printer ⓘ

HP Universal Printing PCL 6
Ready: 1 document waiting

Printer Properties

Settings

Print All Pages
The whole thing

Pages: ⓘ

Print One Sided
Only print on one side of th...

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Normal Margins
Left: 2.54 cm   Right: 2.54 cm

1 Page Per Sheet

Page Setup

Info
New
Open
Save
Save As
Save as Adobe PDF
History
Print
Share
Export
Close
Account
Options
Feedback

For Your Reference…

To *quick print*:

1. Click on the *File* tab
2. Click on *Print*
3. Click on **[Print]**

Handy to Know…

- You can make printing an entire document even quicker by adding *Quick Print* to the *Quick Access Toolbar*. Click on the drop arrow for *Customise Quick Access Toolbar* and select **Quick Print**. Printing then becomes a single click operation.

SELECTING A PRINTER

It is likely you have access to several printers, especially in a work environment. You may want to use a printer other than the default printer because it provides different functionality – e.g. borderless, colour laser or because it has different stock loaded (paper, envelopes, labels). You can select a different printer via the *Printer* drop list which allows you to choose any printer installed in Windows.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file Printing_1.docx...*

1   Click on the *File* tab and click on *Print* to display the print settings

2   Click on the drop arrow for *Printer* to display the list of available printers

We have only one printer installed at this stage. Your list of printers may be different to ours...

3   Click on the printer of your choice

You will need to ensure that the printer you have chosen is online and ready to use...
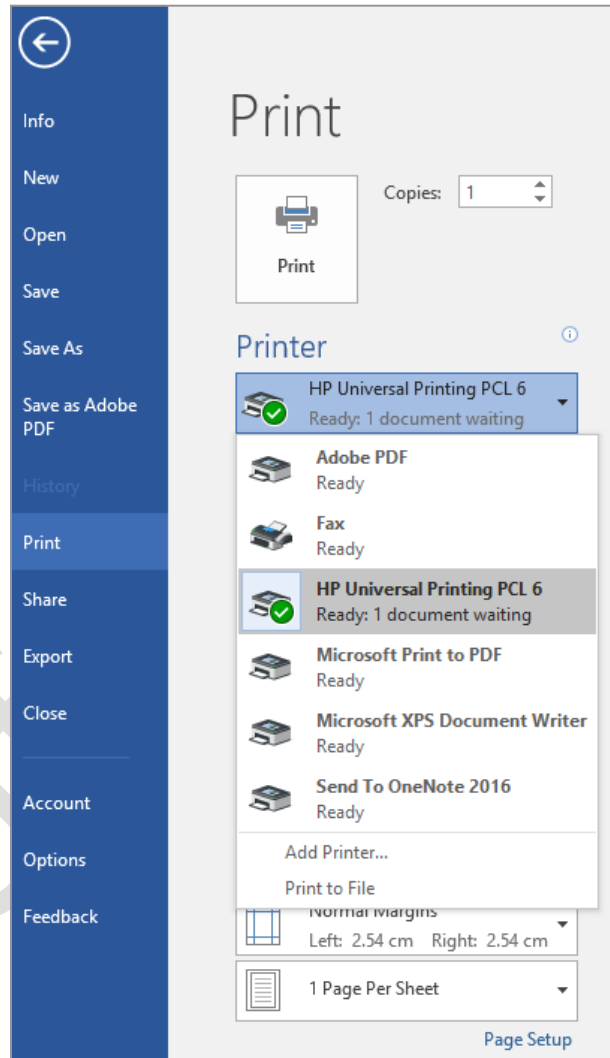
A green tick next to the printer icon indicates it is ready

4   Click on [Print] if you want to send your document to the new printer, or press Esc to return to *Page Layout* view without printing the document

Your new printer settings will be retained until you change them again even if you don't print the document

For Your Reference…

To *select* a *printer*:

1. Click on the *File* tab
2. Click on *Print*
3. Click on the drop arrow for *Printer* and click on the required printer
4. Click on [Print]

Handy to Know…

- You can change the default printer by opening the *Control Panel* which you can access from the *Apps* screen (right click on the *Start* screen to display the *Apps* screen). Click on *View devices and printers* under *Hardware and Sound*. Right-click on the printer and select **Set as default printer**.

PRINTING THE CURRENT PAGE

There will be times when you only want to print a single page of a document, not the entire thing. To make it easy for you, Word allows you to nominate the current page to be printed. The trick to printing the current page is to ensure that the page you want to print is the first page visible on the screen. You don't even have to click on the page or select any text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing_1.docx...

1 Ensure you are in *Print Layout* view then scroll down the document until you can see only page *3*

You may not be able to see all of it, but the main thing is to ensure you can't see any of page 2...

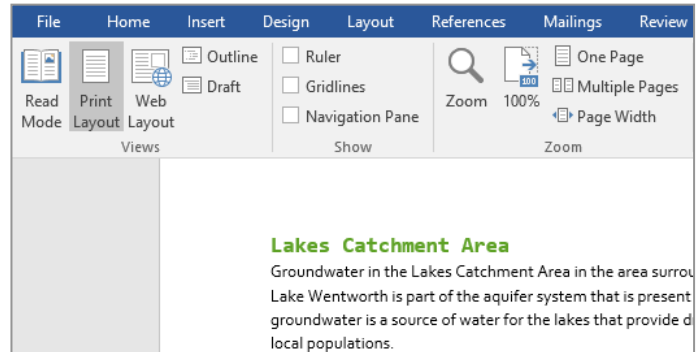**2** Click on the *File* tab and click on *Print* to display the print settings in the *Backstage*

3 Click on *Print All Pages* under *Settings* to display a list of what you can print
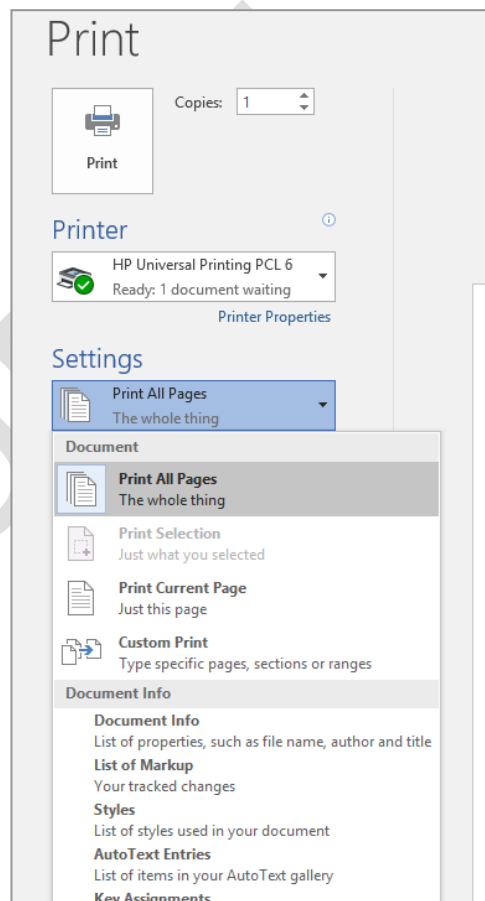
4 Click on *Print Current Page* to select this option

5 Click on **[Print]** to print page *3*

If you don't want to print, press Esc *instead*

1

| File | Home | Insert | Design | Layout | References | Mailings | Review |

Read Mode | Print Layout | Web Layout
☐ Outline ☐ Draft
☐ Ruler ☐ Gridlines ☐ Navigation Pane
Zoom 100%
☐ One Page ☐ Multiple Pages ☐ Page Width

Views | Show | Zoom

Lakes Catchment Area

Groundwater in the Lakes Catchment Area in the area surrou Lake Wentworth is part of the aquifer system that is present groundwater is a source of water for the lakes that provide d local populations.

3

Print

Copies: 1

🖶 Print

Printer

HP Universal Printing PCL 6
Ready: 1 document waiting

Printer Properties

Settings

Print All Pages
The whole thing

Document

Print All Pages
The whole thing

Print Selection
Just what you selected

Print Current Page
Just this page

Custom Print
Type specific pages, sections or ranges

Document Info

Document Info
List of properties, such as file name, author and title

List of Markup
Your tracked changes

Styles
List of styles used in your document

AutoText Entries
List of items in your AutoText gallery

Key Assignments

For Your Reference…

To *print* the *current page*:
1. Scroll to the page you want to print
2. Click on the *File* tab and click on *Print*
3. Select *Current page* under *Settings*
4. Click on **[Print]**

Handy to Know…

- You can print part of one page by first selecting the text and/or images. Click on the *File* tab and click on *Print*. Click on *Print Selection* then click on **[Print]**.

- The keyboard shortcut for displaying the print settings in the *Backstage* is Ctrl + P .

SPECIFYING A RANGE OF PAGES

If you want to print more than one page but not the entire document, you can specify a range of pages. To do this, you need to know the page numbers of the pages you want to print. You can determine this by previewing the pages and checking the page numbers below the preview. You then use a special format to specify individual pages or a series of consecutive pages (range).
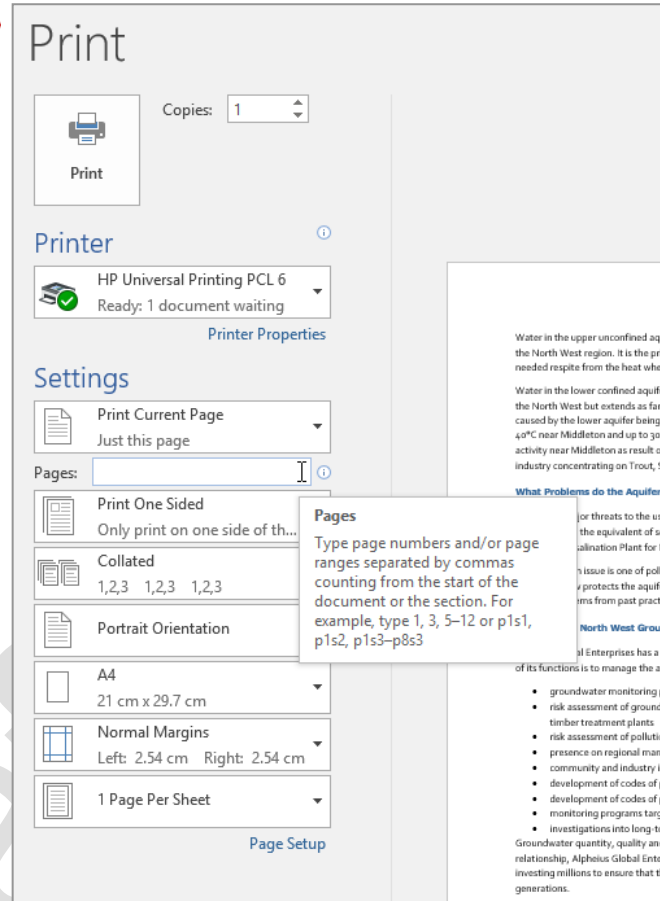
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing_1.docx...

1 Click on the *File* tab then click on *Print*

2 Click on *Next Page* to move to page *2*

We want to print this page and the next...

3 Hover over the text box for *Pages*

A tooltip will appear giving you examples of ranges that you can use. A hyphen denotes a range of pages and commas separate individual page numbers or ranges, as in 1,3, 5-12 (1 and 3 and 5 through to 12)...

4 Click in *Pages* and type **2-3**

5 Click on **[Print]** to print the second and third pages of the document

Print

Copies: 1

Print

Printer ⓘ

HP Universal Printing PCL 6
Ready: 1 document waiting

Printer Properties

Settings

Print Current Page
Just this page

Pages: [ ] ⓘ

Print One Sided
Only print on one side of th...

Pages
Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Normal Margins
Left: 2.54 cm   Right: 2.54 cm

1 Page Per Sheet

Page Setup

For Your Reference…

To *specify* a *range* of *pages* to *print*:

1. Click on the *File* tab and click on *Print*
2. Click in the text box for *Pages* and type the pages and ranges
3. Click on **[Print]**

Handy to Know…

- You can print *sections* of a document. Sections are used to allow multiple formatting layouts in a document, such as columns and tables. In translation, p1s1, p1s2, p1s3-p8s3 will print page 1 of section 1, page 1 of section 2, and pages 1 to 8 in section 3.

SPECIFYING THE NUMBER OF COPIES

When you print a document you can specify the number of *copies* you need and whether or not to collate the pages. If you have a series of handouts, you may prefer to keep all of the same pages together. But, if you're printing a report, you may prefer to print the document in sets of consecutive pages, otherwise known as collated.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing_1.docx...

1 Click on the *File* tab then click on *Print*

The default settings for printing are one copy and collated...

2 Click on the up spinner arrow for *Copies* until it reads *3*

This field is located at the top of the print settings…

3 Click on *Collated* to display a drop-down menu, then click on *Uncollated*

Notice that the tiny preview to the left of the option changes to show that if you printed the document now, it would print the copies of page 1, then the copies of page 2 and so on...

4 Click on **[Print]** to print the copies of the document

If you don't want to print, press Esc *instead*

2

3
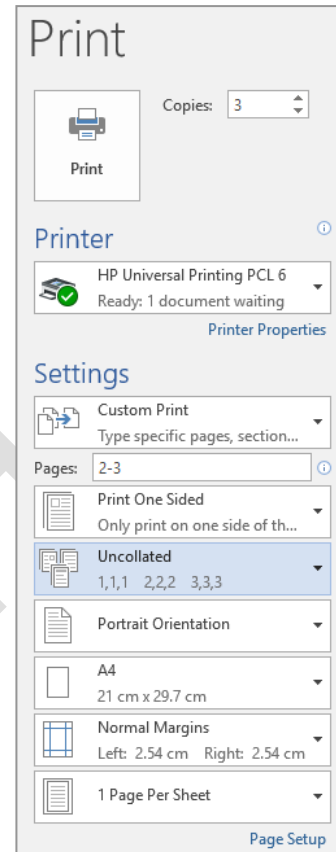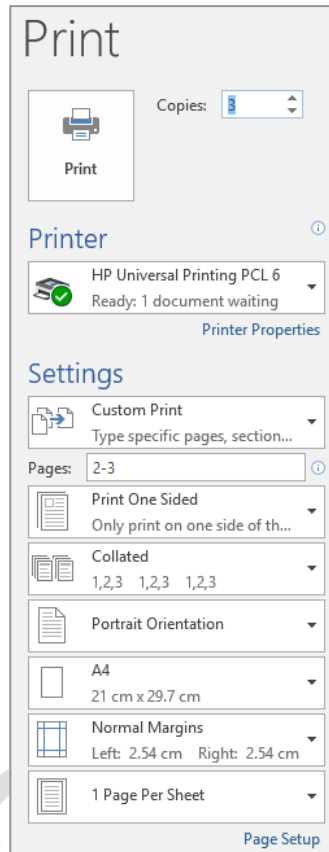
For Your Reference…

To *print multiple copies*:

1. Click on the *File* tab
2. Click on *Print*
3. Click on the up spinner arrow for *Copies* until you reach the number required then click on **[Print]**

Handy to Know…

- Photocopying instead of printing multiple copies may be marginally cheaper than laser printing, but the loss of quality is generally not worth the savings you make.

- You can print multiple copies of specific ranges of pages if you need to.

UNDERSTANDING PRINTING OPTIONS

Microsoft Word's printing settings are accessible via the **Word Options** dialog box. You can access this dialog box by clicking on the **File** tab and clicking on **Options**. You must then click on **Display** in the list on the left of the dialog box to display the **Printing options** in the bottom half of the **Word Options** dialog box.
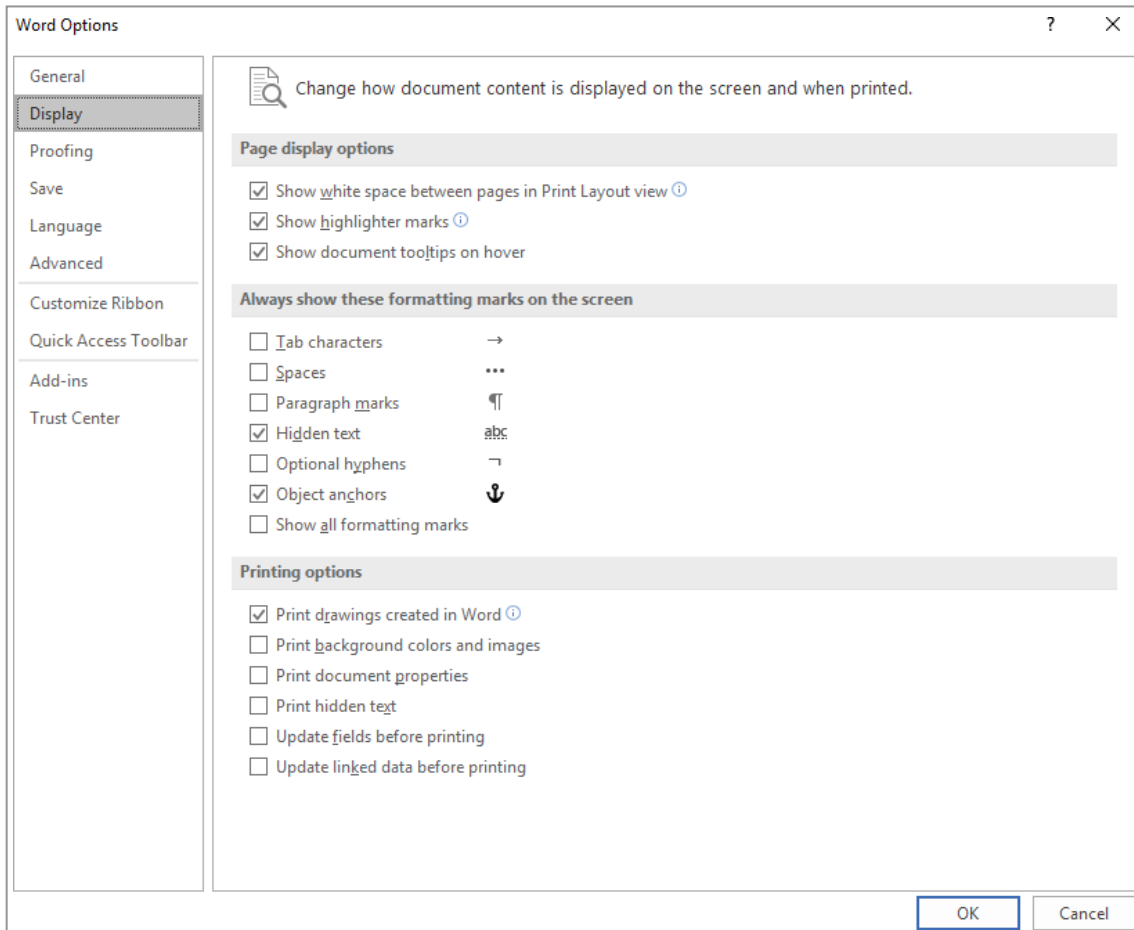
Printing options	Description
Print drawings created in Word	By default, all images and drawing objects will be printed when you print your document. If your document includes a lot of drawings, you may speed up printing by clearing this checkbox.
Print background colours and images	Selecting this option will print all background colours and images. You may speed up printing by clearing this checkbox.
Print document properties	Word stores summary information for a document in the **Properties** pane (accessible under **Info** on the **File** tab) If you want to print this summary information on a separate page at the end of the document, select this option.
Print hidden text	You can print text that has been formatted as **hidden** by selecting this option. Hidden text will appear on the screen with a dotted underline.
Update fields before printing	If you have used fields in your document, you can select this option to have Word update the fields just before printing the document.
Update linked data before printing	If you have linked information in your document, you can select this option to have Word update the links just before printing the document.

PRINTING WITHOUT DRAWING OBJECTS

If a document comprises many drawing objects that you have created in Word such as shapes, text boxes or images placed in text boxes, you can save both toner and time if you print the document without the drawing objects. This is ideal if you want to print the document so that you can review the textual information on a hard copy rather than on your monitor.

Try This Yourself:

Same File — *Continue using the previous file with this exercise, or open the file Printing Features_1.docx...*

1. Ensure that you are on page *1*, then click on the image at the top of the page

   Notice that the image is contained within a text box. Let's print this page without the picture...

2. Click on the *File* tab, then click on *Options* to open the *Word Options* dialog box

3. Click on *Display* to see the *Printing options* in the right side of the lower half of the dialog box

4. Click on *Print drawings created in Word* so it appears without a tick, then click on **[OK]**

5. Click on the *File* tab and click on *Print* to display the *Print* area of the *Backstage*

   Notice that the preview shows page 1 without the image…

6. Click on *Print all pages* in *Settings* and select *Print Current Page*, then click on **[Print]** to print the first page without the image

   Let's reset the printing option...

7. Repeat steps *2* and *3*, then click on *Print drawings created in Word* so it appears with a tick and click on **[OK]**
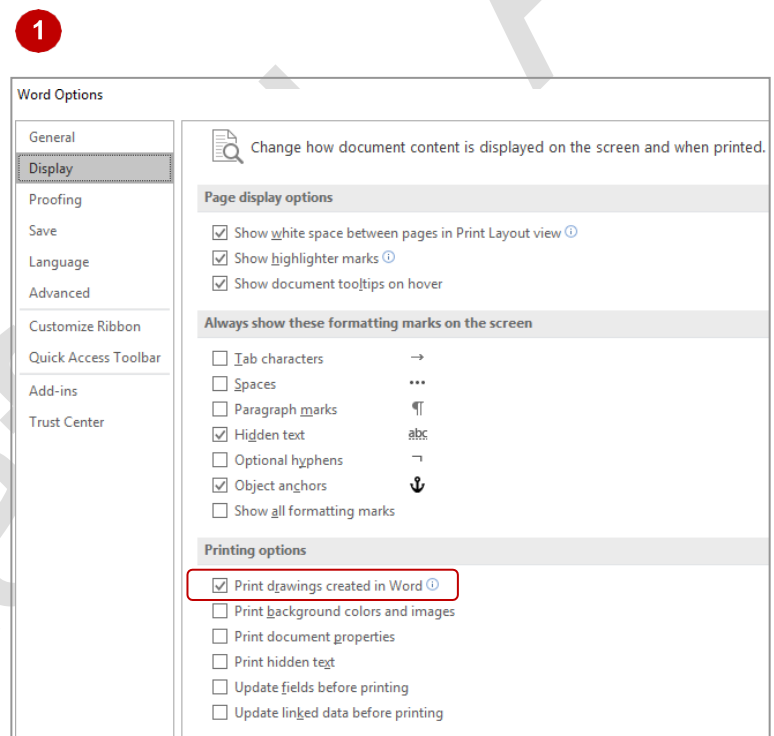
For Your Reference…

To *print* a *document without drawing objects*:

1. Click on the *File* tab and click on *Options*
2. Click on *Display*, remove the tick in *Print drawings created in Word* and click **[OK]**
3. Click on the *File* tab, then click on *Print*, then click on **[Print]**

Handy to Know…

- The *Print drawings created in Word* option will only hide drawing objects created in Word, such as text boxes and shapes. It will not hide images, tables, charts or borders, during printing.

PRINTING HIDDEN TEXT

You can format specific text in your documents as *hidden text*. When you view or print a document containing hidden text, it remains hidden by default. However, by changing a printing option, you can print the hidden text when you print your document. By clicking on *Show/Hide* you can view all hidden text, which appears with a dotted underline.

A·major·review·concluded·that·contaminants·affect·not·only·the·health·and·ecological· value·of·riverine·systems·(including·wetlands·and·floodplains)·but·also·threaten· consumptive·and·commercial·uses·of·water·resources.·River·contaminants·are·also·a· major·threat·to·receiving·waters·(estuarine,·coastal,·wetland·and·reservoirs)·and·some· ecosystems·under·serious·threat·are·of·enormous·national·value·e.g.·the·Great·Southern· Lake·and·Flinders·River.·¶

1

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Scroll to the bottom of page *1*

Hidden text appears as dotted, underlined text. The hidden text on this page is shown at the bottom of the page in the last paragraph...

2 Click on the *File* tab, click on *Options* to open the *Word Options* dialog box, then click on *Display* and click on *Print hidden text* until it appears with a tick

3 Click on **[OK]**

4 Click on the *File* tab, then click on *Print* to display the *Print* options

5 Ensure that *Print Current Page* is selected in *Settings*, then click on **[Print]** to print the first page with the hidden text

6 Repeat steps *3* and *4* to remove the tick from *Print hidden text*

Word Options

General
Display
Proofing
Save
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

Change how document content is displayed on the screen and when printed.

Page display options
☑ Show white space between pages in Print Layout view ⓘ
☑ Show highlighter marks ⓘ
☑ Show document tooltips on hover

Always show these formatting marks on the screen
☐ Tab characters   →
☐ Spaces   ⋯
☐ Paragraph marks   ¶
☑ Hidden text   abc
☐ Optional hyphens   ¬
☑ Object anchors   ⚓
☐ Show all formatting marks

Printing options
☑ Print drawings created in Word ⓘ
☐ Print background colors and images
☐ Print document properties
☑ Print hidden text
☐ Update fields before printing
☐ Update linked data before printing

2

For Your Reference…

To *print hidden text*:

1. Click on the *File* tab, click on *Options*, then click on *Display*
2. Select *Print hidden text*, then click on **[OK]**
3. Click on the *File* tab, click on *Print*, then click on **[Print]**

Handy to Know…

- Hidden text can be useful for several reasons. For example, you may wish to print two different versions of a document, and by using hidden text you can omit portions of text in one of the documents.

PRINTING DOCUMENT PROPERTIES

Microsoft Word automatically maintains *properties* for a document. These include the author and title, as well as the subject, number of words in the document, creation date and comments where applicable. It also contains advanced properties such as the file name and path, creation date, last saved date, and the file size. This information can be printed.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Click on the *File* tab, then ensure *Info* is selected to see the *Properties* pane on the right side of the window

The Properties pane displays some of the properties for this document. Let's look at some more…

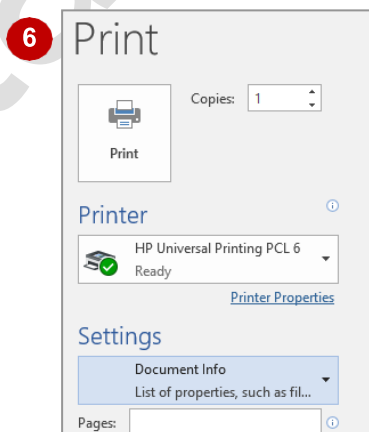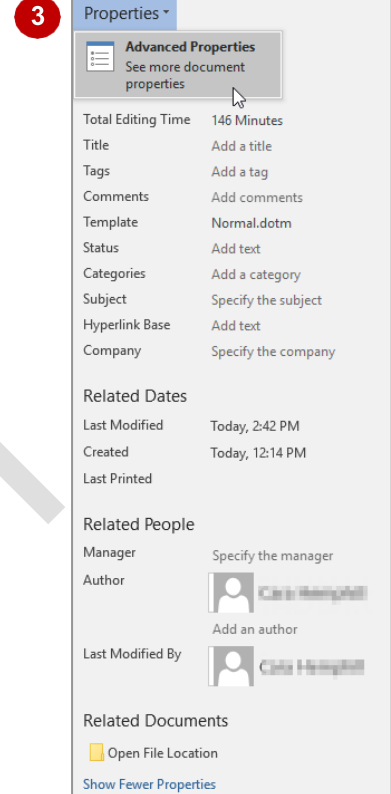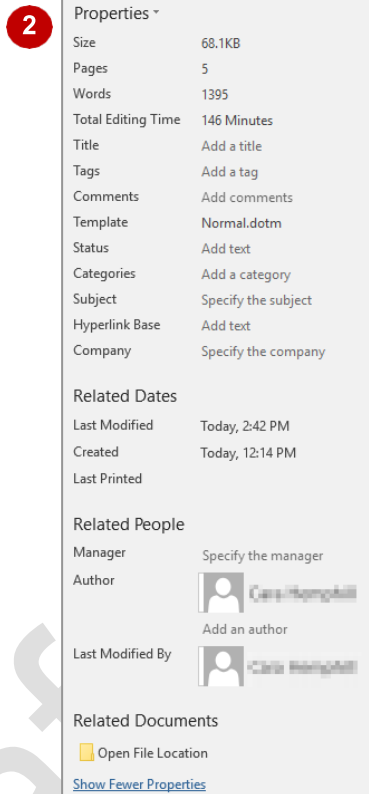**2** Click on *Show All Properties* to display further properties

You can also view advanced properties…

3 Click on [Properties] as shown and select **Advanced Properties** to open the *Properties* dialog box

Now that we know what the document properties contain, let's print them…

4 Click on [Cancel] to close the *Properties* dialog box, then click on *Print* in the left pane to display the *Print* options

5 Click on *Print Current Page* in *Settings* and select **Document Info**, then click on [Print] to print the document properties

2

Properties ⌄	
Size	68.1KB
Pages	5
Words	1395
Total Editing Time	146 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal.dotm
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company

Related Dates

Last Modified	Today, 2:42 PM
Created	Today, 12:14 PM
Last Printed	

Related People

Manager	Specify the manager
Author	Cara Hampbill
	Add an author
Last Modified By	Cara Hampbill

Related Documents

Open File Location

Show Fewer Properties

3

Properties ⌄	

Advanced Properties
See more document properties

Total Editing Time	146 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal.dotm
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company

Related Dates

Last Modified	Today, 2:42 PM
Created	Today, 12:14 PM
Last Printed	

Related People

Manager	Specify the manager
Author	Cara Hampbill
	Add an author
Last Modified By	Cara Hampbill

Related Documents

Open File Location

Show Fewer Properties

6

Print

Copies: 1

Print

Printer

HP Universal Printing PCL 6
Ready

Printer Properties

Settings

Document Info
List of properties, such as fil...

Pages:

For Your Reference…

To *print document properties*:

1. Click on the *File* tab, then click on *Print*
2. Click on the first option in *Settings* and select **Document Properties**
3. Click on [Print]

Handy to Know…

- If you want to print the properties for a document every time you print it, you can apply this as the default setting. To do this, click on the *File* tab, then click on *Options*, click on *Display* and select *Print document properties*. Click on [OK].

SPECIFYING WHAT TO PRINT

In the majority of cases, you will print the entire document, the current page or specific pages. But Word also lets you print other elements of the document. As well as printing a summary of the document's properties, you can print a list of *AutoText* entries, mark-ups, and a list of styles used in the document.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1. Click on the *File* tab, then click on *Print* to display the *Print* options in *Backstage View*

2. Click on the first option in *Settings* to display a list of printing options

3. Select **Styles**, then click on **[Print]**

   A list of the styles used in the document will be printed
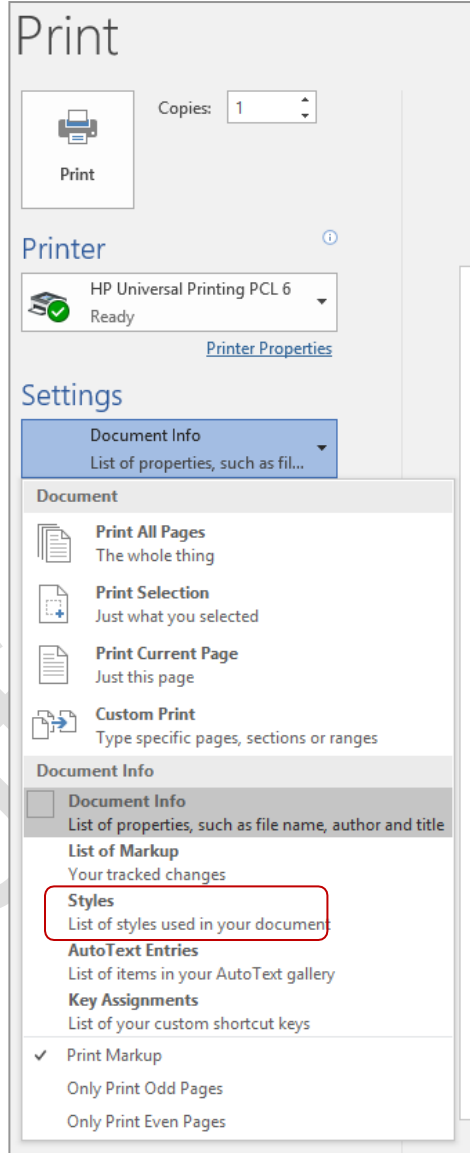
For Your Reference…

To *specify what* to *print*:

1. Click on the *File* tab, then click on *Print*
2. Click on the first option in *Settings*
3. Select what to print
4. Click on **[Print]**

Handy to Know…

- You can print a list of shortcut key assignments that have been stored in the document or template. This may be useful if there are many shortcut keys assigned to macros, for example. In the *Print* options, click on the first option in *Settings* and select **Key Assignments**. Click on **[Print]**.

PRINTING ODD PAGES

Word provides you with numerous ways in which to print your document, including printing only the *odd pages* in a document. This might be useful, for example, where you want to print a double-sided document but your printer does not have this facility. You can print all odd pages in a document, or you can select which odd pages you want to print.
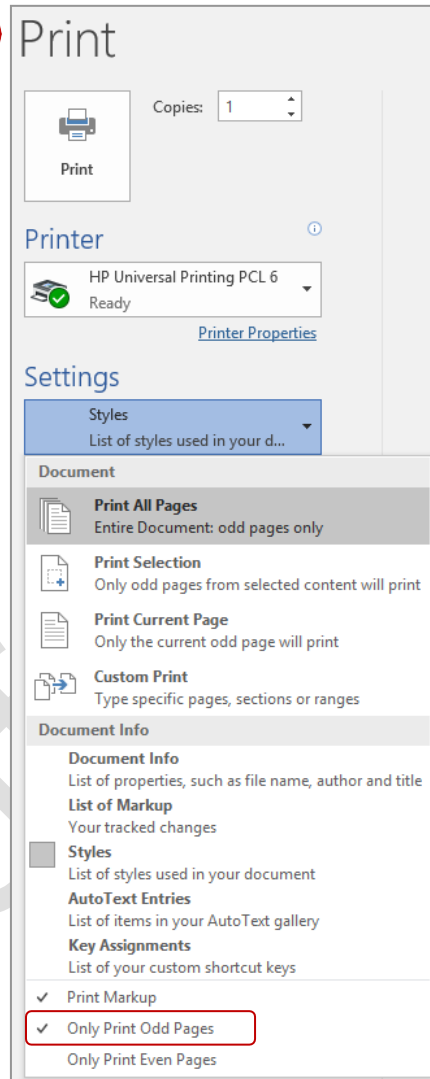

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Click on the *File* tab, then click on *Print* to display the *Print* options in *Backstage View*

2 Click on the first option in *Settings* to display a list of printing options

3 Select **Only Print Odd Pages**, then click on **[Print]**

Only the odd pages in the document will be printed, that is, pages 1, 3 and 5

3 **Print**

Copies: 1

🖨 Print

Printer ⓘ

HP Universal Printing PCL 6
Ready

Printer Properties

Settings

Styles
List of styles used in your d...

Document

📄 **Print All Pages**
Entire Document: odd pages only

📄 **Print Selection**
Only odd pages from selected content will print

📄 **Print Current Page**
Only the current odd page will print

📄 **Custom Print**
Type specific pages, sections or ranges

Document Info

Document Info
List of properties, such as file name, author and title

List of Markup
Your tracked changes

Styles
List of styles used in your document

AutoText Entries
List of items in your AutoText gallery

Key Assignments
List of your custom shortcut keys

✓ Print Markup

✓ Only Print Odd Pages

Only Print Even Pages

For Your Reference…

To *print* all *odd pages* in a *document*:

1. Click on the *File* tab, then click on *Print*
2. Click on the first option in *Settings* and select **Only Print Odd Pages**
3. Click on **[Print]**

Handy to Know…

- You can select to print only some of the odd pages in a document. In the *Print* options, click on the first option in *Settings* and select **Only Print Odd Pages**. Click in *Pages* and type the page range, specifying the pages to print, such as *1-11* or *1,3,5,* then click on **[Print]**.

PRINTING EVEN PAGES

As well as printing just odd pages, you can print only the *even pages* in a document. Again, this is useful for printing a double-sided document where your printer does not support automatic or manual duplex printing. You might first print the odd pages and then reinsert the printed pages into the printer to print the even pages for a double-sided document finish.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Click on the *File* tab, then click on *Print* to display the *Print* options in *Backstage View*

2 Click on the first option in *Settings* to display a list of printing options

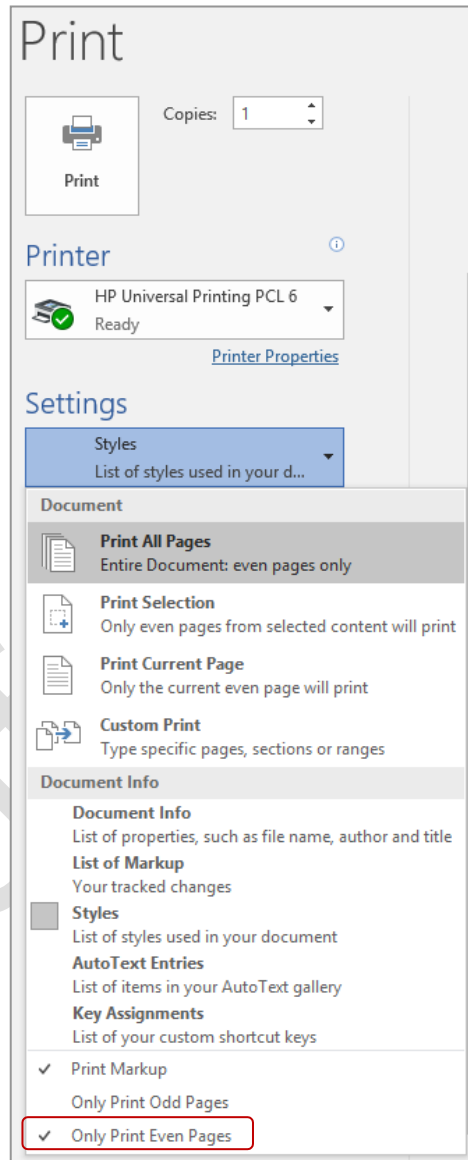**3** Select **Only Print Even Pages**, then click on **[Print]**

Only the even pages in the document will be printed, that is, pages 2 and 4.

Let's restore the default printing settings…

4 Click on the *File* tab, then click on *Print* to display the *Print* options

5 Click on the first option in *Settings* to display a list of options and select **Only Print Even Pages** to disable this setting

3 Print

Copies: 1

Print

Printer

HP Universal Printing PCL 6
Ready

Printer Properties

Settings

Styles
List of styles used in your d...

Document

Print All Pages
Entire Document: even pages only

Print Selection
Only even pages from selected content will print

Print Current Page
Only the current even page will print

Custom Print
Type specific pages, sections or ranges

Document Info

Document Info
List of properties, such as file name, author and title

List of Markup
Your tracked changes

Styles
List of styles used in your document

AutoText Entries
List of items in your AutoText gallery

Key Assignments
List of your custom shortcut keys

✓ Print Markup

Only Print Odd Pages

✓ Only Print Even Pages

For Your Reference…

To *print* all *even pages* in a *document*:

1. Click on the *File* tab, then click on *Print*
2. Click on the first option in *Settings* and select **Only Print Even Pages**
3. Click on **[Print]**

Handy to Know…

- Most laser printers today have a double-sided print facility. To print to a double-sided printer, click on the *File* tab, then click on *Print*. Click on *Print One Sided* in *Settings* and select **Print on Both Sides**. Click on **[Print]**.

PRINTING MULTIPLE PAGES PER SHEET

One way to save paper when printing a longer document is to use the multiple pages per sheet printing feature. This feature can also be useful for reviewing the overall look and layout of the pages comprising a document. And if your eyes are particularly good, you may even be able to review the text – but that will depend on how many pages you print per sheet!

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Click on the *File* tab, then click on *Print* to display the *Print* options

Let's print the first two pages of the document on a single sheet of paper…

2 Click in *Pages* in *Settings* and type **1-2**

3 Click on *1 Page Per Sheet* in *Settings* to display a list of multiple-page printing options

4 Select **2 Pages Per Sheet**, then click on **[Print]**

One page will be printed. It will include both the first and second pages. Now to restore the default settings…

5 Click on the *File* tab, then click on *Print* to display the *Print* options

6 Select the text *1-2* in *Pages* and press ⌜Del⌝, then click on *2 Pages Per Sheet* and select *1 Page Per Sheet*

You could also close and reopen the document to restore the default printing settings

Print

Copies: 1

Print

Printer ⓘ

HP Universal Printing PCL 6
Ready

Printer Properties

Settings

Custom Print
Type specific pages, section...

Pages: 1-2 ⓘ

Print One Sided
Only print on one side of th...

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Custom Margins

1 Page Per Sheet

Page Setup

2

Settings

Custom Print
Type specific pages, section...

Pages: 1-2 ⓘ

Print One Sided
Only print on one side of th...

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Custom Margins

1 Page Per Sheet

1 Page Per Sheet

2 Pages Per Sheet

4 Pages Per Sheet

6 Pages Per Sheet

8 Pages Per Sheet

16 Pages Per Sheet

Scale to Paper Size ▸

3

For Your Reference…

To *print multiple pages per sheet*:

1. Click on the *File* tab, then click on *Print*
2. Click on *1 Page Per Sheet* and select the desired option
3. Click on **[Print]**

Handy to Know…

- If you are printing multiple pages per sheet to review a draft copy of text, think carefully about the font that you use for the text. A sans serif font, such as **Calibri**, for example, will be easier to read than a serif font, such as **Cambria.**

SCALING TO FIT PAPER SIZE

Even if you have created a document with a particular *paper size*, such as A4, you can select to print it to a different paper siz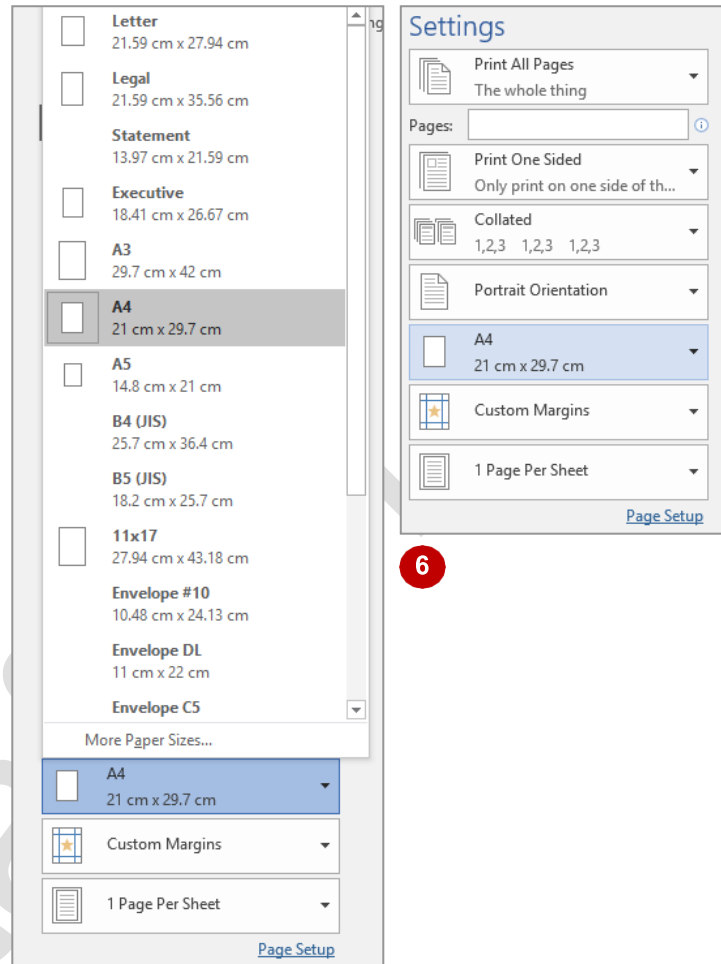e, scaling the content accordingly. For example, if you have designed an A4 poster and your printer is capable of using A3 paper, you can scale the document up to double its size and print it on A3 paper.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Click on the *File* tab, then click on *Print* to display the *Print* options

Let's print only the first page on Letter paper size, which is the default U.S. paper size…

2 Click in *Pages* in *Settings* and type **1**

3 Click on *A4* in *Settings* to display a range of paper sizes

4 Select **Letter**, then click on **[Print]**

Now to restore the default settings…

5 Click on the *File* tab, then click on *Print* to display the *Print* options

6 Select the value in *Pages* in *Settings* and press Del , then click on *Letter* and select **A4**

7 Click on the *Back* arrow to return to the document

Letter	21.59 cm x 27.94 cm
Legal	21.59 cm x 35.56 cm
Statement	13.97 cm x 21.59 cm
Executive	18.41 cm x 26.67 cm
A3	29.7 cm x 42 cm
A4	21 cm x 29.7 cm
A5	14.8 cm x 21 cm
B4 (JIS)	25.7 cm x 36.4 cm
B5 (JIS)	18.2 cm x 25.7 cm
11x17	27.94 cm x 43.18 cm
Envelope #10	10.48 cm x 24.13 cm
Envelope DL	11 cm x 22 cm
Envelope C5	

More Paper Sizes...

A4
21 cm x 29.7 cm

Custom Margins

1 Page Per Sheet

Page Setup

3

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Custom Margins

1 Page Per Sheet

Page Setup

6

For Your Reference…

To *scale* a *document* to a *different paper size*:

1. Click on the *File* tab and click on *Print*
2. Click on *A4* in *Settings* and select the desired paper size
3. Click on **[Print]**

Handy to Know…

- If Word cannot scale to the desired paper size you will receive a message notifying of this, and Word will revert to the original paper size. For example, if you have created a document in A4 and print to A5, you will not be able to do this, as A5 is only half of A4 so not everything on the page will print.

PRINTING UNCOLLATED COPIES

When you print a document you can choose to print **collated** or **uncollated** copies of a document. **Collated** means that the pages of a document will be printed in sets. For instance, pages 1,2,3,4 will print together. **Uncollated** means that all the pages that are numbered the same will be printed together. For instance pages 1,1,1,1, then 2,2,2,2 will be printed, etc.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Click on the **File** tab and click on **Print** to display the **Print** options

2 Click twice on the up spinner arrow for **Copies** in **Print** until it reads **3**

3 Click on **Collated** in **Settings** and select **Uncollated**

This setting means that Word will print 3 copies of page 1 followed by 3 copies of page 2, and so on. As we don't want to waste that much paper, we will just reset the options for now…

4 Click on **Uncollated** in **Settings** and select **Collated** to restore the default setting

5 Click twice on the down spinner arrow for **Copies** in **Print** until it reads **1**

6 Click on the **Back** arrow to return to the document

(3) Print

Copies: 3

Print

Printer

HP Universal Printing PCL 6
Ready

Printer Properties

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th...

Uncollated
1,1,1   2,2,2   3,3,3

Portrait Orientation

Letter
21.59 cm x 27.94 cm

Custom Margins

1 Page Per Sheet

Page Setup
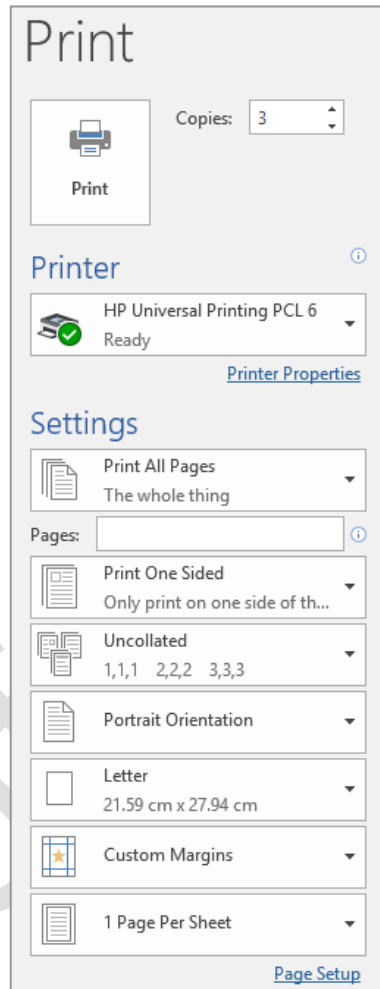
For Your Reference…

To *print uncollated copies* of a document:

1. Click on the **File** tab and click on **Print**
2. Select the required number of **Copies** in **Print**
3. Click on **Collated** in **Settings** and select **Uncollated**, then click on **[Print]**

Handy to Know…

- It may be necessary to print uncollated copies of a document; for instance if different coloured paper is used throughout the document. For instance if you wanted the first page of every document to be a specific colour.

PRINTING TO THE XPS DOCUMENT WRITER

Open XML Paper Specification (*OXPS*) format is a fixed-layout format that preserves formatting and enables file sharing. This format is based on the *XPS* format – the difference being that the *OXPS* format has been standardised as an open format and is the default format when printing to a the *XPS* document writer when using Windows 10.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1 Click on the *File* tab, then click on *Print* to display the *Print* options

2 Click on the default printer in *Printer* to display a range of available printers

The printers shown here will differ to the printers that you have available…

3 Select **Microsoft XPS Document Writer**

4 Click on **[Print]**

The Save As dialog box will open, prompting you to save the file in the OXPS format…

5 Type **My OXPS Document** in *File name*, navigate to and open the course files folder, then click on **[Save]** to create the XPS document

Now let's reset the default printer…

6 Click on the *File* tab, click on *Print*, then click on *Microsoft XPS Document Writer* in *Printer* and select your default printer
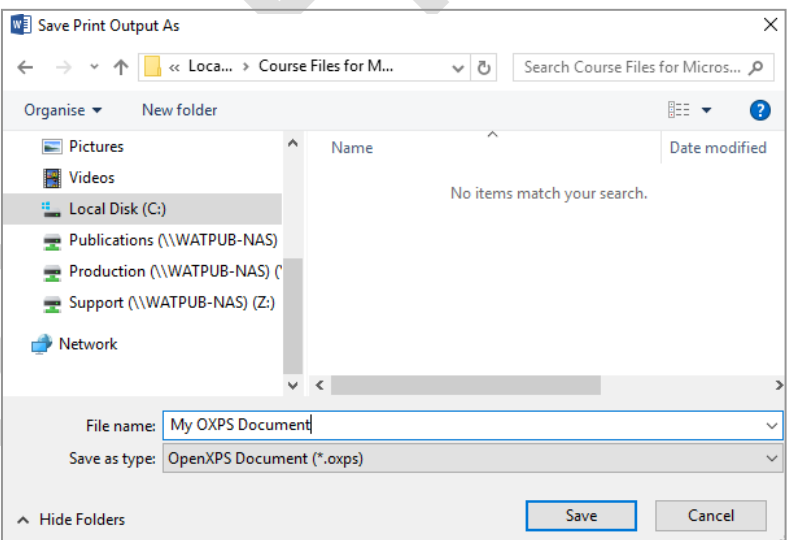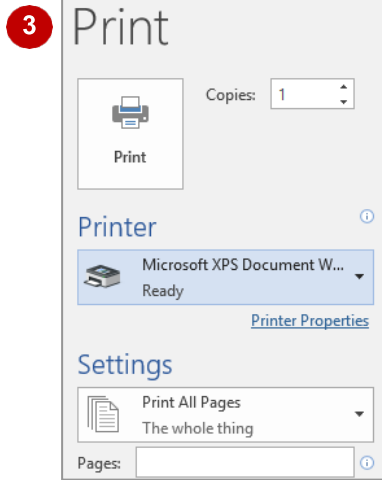
For Your Reference…

To *print* to the *XPS Document Writer*:

1. Click on the *File* tab, then click on *Print*
2. Click on the default printer in *Printer* and select **Microsoft XPS Document Writer**
3. Type a *File name*, select a save location, then click on **[Save]**

Handy to Know…

- You can save a document as an OXPS document using normal save procedures. To do this, click on the *File* tab, then click on *Save As*. Type a *File name*, navigate to the save location, then click on the drop arrow for *Save as Type* and select **OXPS Document (*.oxps)**. Click on **[Save]**.

PRINTING AN OXPS DOCUMENT

When you open an OXPS document, it will open in either your default PDF viewer (such as Adobe Reader) or, if you don't have a PDF viewer installed, it will open in XPS Viewer. From here you can view the document in the same way that anyone else with a PDF or XPS viewer will see the document, and you can also print the XPS *document*.

Try This Yourself:

Same File
Continue using the previous file with this exercise, or open the file Printing Features_2.oxps...

1 Navigate to the File Explorer

2 Navigate to and click on the course files folder in the left pane, to display its contents

3 Double-click on **Printing Features_2.xps** in the right pane to open the document

The document will open in your default PDF viewer or Microsoft's XPS Viewer. In our example the document has opened in Reader…

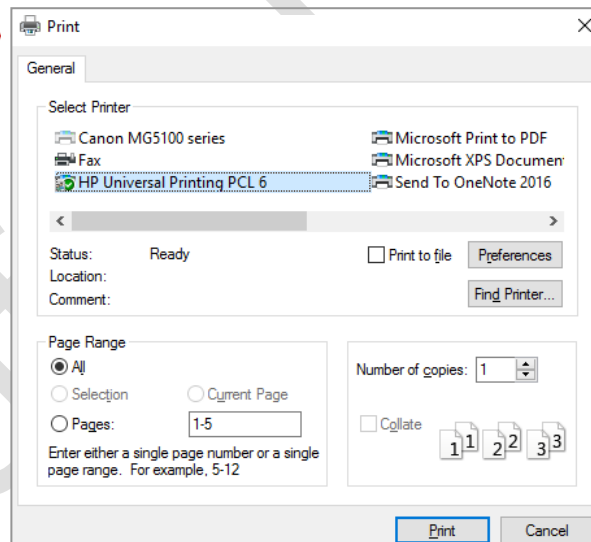4 Press `Ctrl` + `P` to display a list of available printers, then select a printer from the list

5 Click on **[Print]**

The document will print to your default printer

For Your Reference…

To *print* an *XPS document*:

1. Open *File Explorer*
2. Navigate to the folder
3. Double-click on the OXPS document
4. Use the print options to print

Handy to Know…

- The OXPS document format is Microsoft's answer to Adobe's PDF document format. Both document types are designed to enable file sharing and will preserve the layout and formatting of the original document, so anyone with a PDF or XPS viewer will see the document as intended.

MANUAL DUPLEX PRINTING

Many laser printers include a feature that will automatically print on both sides of the page if you have applied this setting in the *Print* op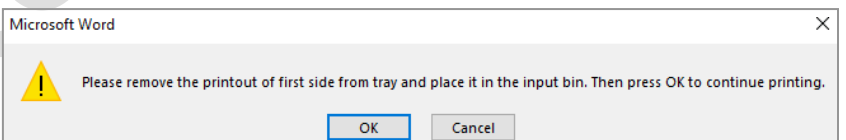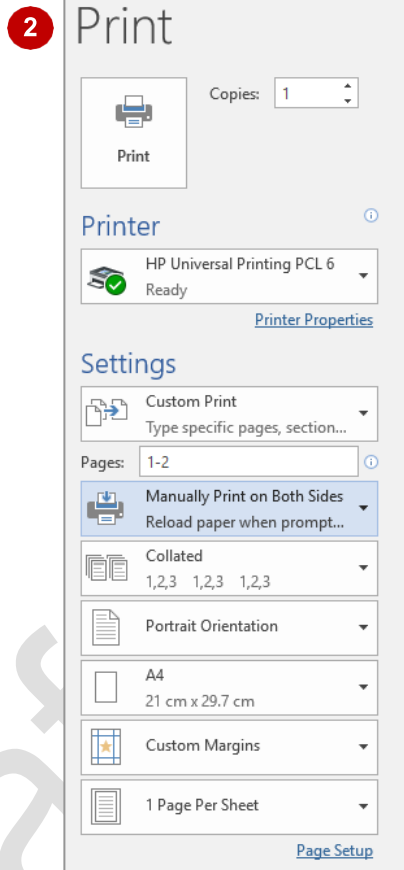tions. This is called automatic duplex printing. For printers that don't provide this feature, you can print one side of the page and then manually reinsert the printed pages to print on the other side. This is known as *manual duplex printing*.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Printing Features_1.docx...

1. Click on the *File* tab, then click on *Print* to display the *Print* options

2. In *Pages*, under *Settings*, type **1-2**, then click on *Print One Sided* in *Settings* and select **Manually Print on Both Sides**

3. Click on **[Print]**

   The printer will start printing. If your printer supports manual duplexing, a message will appear...

4. Go to the printer and reinsert the printed page *1* in the input tray in the correct position

5. Click on **[OK]** to complete the duplex printing

   Now let's reset the printer…

6. Click on the *File* tab, then click on *Print* to display the *Print* options

7. Click on *Print Custom Range* in *Settings* and select **Print All Pages**, then click on *Manually Print on Both Sides* and **Print One Sided**

8. Click on the *Back* arrow to return to the document

2 Print

Print Copies: 1

Printer ⓘ
HP Universal Printing PCL 6
Ready
Printer Properties

Settings
Custom Print
Type specific pages, section...
Pages: 1-2 ⓘ
Manually Print on Both Sides
Reload paper when prompt...
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
A4
21 cm x 29.7 cm
Custom Margins
1 Page Per Sheet
Page Setup

Microsoft Word ✕
⚠ Please remove the printout of first side from tray and place it in the input bin. Then press OK to continue printing.
[OK] [Cancel]

3

For Your Reference…

To *manually print* a *double-sided document*:

1. Click on the *File* tab, then click on *Print*
2. Click on *Print One Sided* and select **Manually Print on Both Sides**
3. Click on **[Print]**, reinsert the paper when prompted, then click on **[OK]**

Handy to Know…

- The available printer settings in the *Print* options for duplex printing will determine exactly whether your selected printer supports manual or automatic duplex printing.

UNDERSTANDING PRINTING PROBLEMS

There are a few common issues that account for the majority of *printer problems*, and most of these can be solved without trips to your local PC store. For example, what do you do when pages stick together as they pass through the printer? Remove the paper from the printer tray, use your thumb to fan the paper, separating the pages, and then replace the paper in the printer tray again.

The Printer Won't Print

1. Ensure that the printer is turned on. The power light should be illuminated on the printer. If the printer is on, try rebooting it by pressing the Off button, waiting a few seconds and then pressing the On button again.

2. Ensure that both ends of the cable connecting your computer to the printer are firmly in place.

3. Ensure that the printer is ready to receive data. Most printers have an Online button that you can press to activate this setting – a green or yellow light should illuminate indicating that the printer is ready to receive data.

4. Ensure that the paper tray is not empty. If it is empty, refill it ensuring that you fan the paper thoroughly with your thumb to eliminate static. If it is not empty, check that the paper tray is loaded properly. You may need to pull the paper out of the bin or slot and then put it back in again. Or if your printer has several paper bins or slots, try placing the paper in another bin.

5. Ensure that there is no paper jammed in the printer. Look for paper wedged between the rollers. If this is the problem, carefully pull out the paper taking note not to leave even the tiniest remnant as this can lead to more paper jams – fine tweezers can be useful for this job. Don't reuse any paper that you recover from a paper jam as this may cause future paper jams. Removing the paper from the tray and fanning it again may also help to prevent further paper jams.

6. Ensure that you are printing to the correct printer. Display the *Print* window in Word and ensure that the correct printer appears in *Printer*. You can also check the status of your printer, such as whether it's offline or if jobs are waiting to print. To do this, click on the *Start* button and select *Devices and Printers*. Click on your default printer (will appear with a tick) and click on *See what's printing* in the toolbar. The printer's dialog box will open and you can check the status, and purge or delete any print jobs as required.

7. Reboot your computer by pressing `Ctrl` + `Alt` + `Del`. This simple act sorts out all sorts of problems.

8. If you're still having problems getting your document to print or if it is printing garbled data, update your printer driver. Many computer manufacturers offer the latest drivers as free downloads on their websites.

Poor Print Quality

If the print looks faded or is not a consistent colour, then you probably need to replace the toner or ink cartridge in your printer. Check the printer's user manual for instructions on opening the printer, and locating and removing the toner or ink cartridge. But before replacing a toner cartridge, always try shaking it and reinserting it again to see if you can wring a little more life out of it.

If the ink smears or blurs easily on the page, you are probably using the wrong paper. Replace the paper with paper labelled specifically for use with your type of printer, such as inkjet or laser printer.

If streaks appear on the paper, this may indicate that you need to clean the printer. To do this, open the printer and then use a clean, dry cloth to rub any residue off the rollers.

If your inkjet printer is turning out blank pages whenever you print, the print head could be dried out (which can happen if you print infrequently, say every few weeks) or you may be out of ink. Try installing a fresh ink cartridge. Print every few days to prevent the print head from drying out again.

Problems Once A Print Job Has Started

If you experience problems after you've started a print job, open the printer's dialog box by clicking on the *Start* button and selecting *Devices and Printers*. Click on the printer, then click on *See what's printing*. Here you will see a list of the current print jobs and the status of each. You can then delete, pause or cancel print jobs as required.